

**IRON COUNTY MEMORIAL BUILDING COMMITTEE**  
**Meeting Minutes June 17, 2024**

1. Call meeting to order:  
Swartz called the meeting to order at 3:34 pm in the Memorial Building.
2. Roll call taken.  
Present were Doug Swartz, Jamey Francis, Julie Ducette, Brea Lombardo, Larry Youngs, and Roxanne Lutgen.
3. Acknowledge that the meeting was properly called and posted.  
Doug Swartz certified the meeting was properly posted.
4. Discuss/Action on update with financial accounts.  
Ducette reported on the Check Log from 4/30-6/13/24 and May 2024 checking statement. To date, Lombardo has converted 1<sup>st</sup> quarter 2023 to accounting to Quickbooks Online. Ducette is finishing out rentals made though previous manager at previously agreed amounts.
5. Discuss/Action on outside tax accountant.  
Francis will contact Dave Trazcyk to perform tax services for the Memorial Building. Tabled until next month.
6. Discuss/Action on rental agreements, rental fees, and insurance.  
Ducette will use a written rental agreement going forward, following the standard rate schedule. Ducette will bring the rental agreement template for review next meeting. Ducette proposed the following rate schedule:

	<u>2024</u>	<u>2025</u>
Daily	\$200	\$200
Short Meeting	\$ 50	\$ 50
Long Weekend	\$300	\$500 (Thursday afternoon to Sunday) with \$300 security deposit.

  
Francis made the motion to approve the new rate 2025 rate schedule, Swartz seconded. All Yes. Carried.  
Ducette will survey pricing for bowling alley lane rentals and party bookings, to be reported at the next meeting.  
The Memorial Building Fund's liability insurance agent was unable to attend today's meeting and will be asked to attend the next meeting. Ducette emailed a copy of the insurance policy to be discussed at the next meeting. Tabled until next month.
7. Discuss/Action on upcoming events.  
Ducette will be updating social media with rates and availability. Ducette is also planning an open house to invite the public to see what the Memorial Building offers.
8. Discuss/Action on 501(c)(3) status of Memorial Building Restoration Fund.  
Lombardo and Lutgen found state filings for Iron County Memorial Building Restoration Fund, Inc. Lutgen requested documents from the Wisconsin Secretary of State DFI. Still searching for IRS 501(c)(3) Letter of Determination. Tabled until next month.
9. Discuss/Action on renegotiation of lease agreements.  
Iron County owns the Memorial Building and has two Memorial Building lease agreements: Scotti Pecotti LLC and Iron County Memorial Building Restoration Fund, Inc (ICMBRF).

The 2-year Pecotti lease at \$600 per month started in September 2021 with an option for a 2-year renewal, which would expire in September 2025. At this time, Pecotti's rent goes to ICMBRF instead of the County. The ICMBRF triple net lease started in 2014 and has automatic one-year renewals. Per the lease, ICMBRF should pay the county \$100 per year, and ICMBRF is responsible for all expenses, including insurance, improvements, utilities, repairs, and maintenance. The triple net lease also covers free monthly space for America Legion and Veteran's meetings. The committee discussed having the Pecotti and ICMBRF payments start going to the County after Lombardo's full financial reporting is complete. Lutgen will ask Christan Brandt what bills the County has paid in 2023 and 2024 on behalf of the Memorial Building. Tabled until next month.

ICMBRF lease covers building improvements. Projects needing work are repairs of the west steps and railing and future maintenance for the east building ADA ramp. Fundraising may need to occur. Tabled until next month.

10. Discuss/Action on maintenance (flooring).

The Memorial Building flooring was installed by Action Floors roughly 10 years ago and needs resurfacing. Francis contacted Action Flooring to get a quote to get the flooring fixed. Tabled until next month.

11. Discuss/Action on list of key holders and getting locks changed.

Youngs reported that all keys are accounted for.

12. Discuss/Action on inventory in building.

Previous cleaning person resigned, and Ducette contracted Mona Thelen. Ducette will do full inventory with Thelen. The county owns all bowling alley equipment and inventory, except for meat stored in the downstairs freezer. Youngs will ask for the removal of personal items. Historical Society removed desired items in basement storage; any remaining items in storage will be disposed of. Ducette will also get an inventory list from Pecotti to the committee. For the baby grand piano, Ducette will approach local theaters and Gogebic Community College (where Alex Marciniak, the donor, worked) to see if they will take the piano as a donation. Tabled until next month.

13. Discuss/Action on moving the internet modem and router to upper level.

Northern Lakes supplied internet equipment, which needs to move from the basement to the upper level to better support ATM and jukebox updates. Francis will evaluate the impact on the basement bowling alley if the equipment is moved to the upper level. Tabled until next month.

14. Set next meeting date.

The next meeting will be held at 3:30 pm on July 15, 2024 in the Memorial Building.

15. Adjournment: Meeting adjourned at 5:05 pm.

Respectfully submitted by:  
Roxanne Lutgen, County Supervisor  
District 13

## **NEXT MEETING AGENDA**

**July 15, 2024**

1. Call meeting to order.
2. Roll call taken.
3. Acknowledge that the meeting was properly called and posted.
4. Approve minutes from previous meeting(s).
5. Discuss/Action on update with financial accounts.
6. Discuss/Action on outside tax accountant.
7. Discuss/Action on rental agreements, bowling/party rates, and insurance.
8. Discuss/Action on upcoming events.
9. Discuss/Action on 501(c)(3) status of Memorial Building Restoration Fund.
10. Discuss/Action on renegotiation of two lease agreements.
11. Discuss/Action on maintenance (flooring).
12. Discuss/Action on inventory in building.
13. Discuss/Action on baby grand piano donation.
14. Discuss/Action on moving the internet modem and router to upper level.
15. Set next meeting date.
16. Adjournment

\*August agenda – Bowling alley cash and employees/1099.